



Creating an Account — New Applicants

Applying for a Job—New or Return Applicants

Introduction:

When you apply for a position for the first time with the Executive Office of Labor and Workforce Development (EOLWD), you will need to create an applicant account. These instructions will aid you in providing the requested information to create your account and apply for a job.

Before you begin, there are a few items you will want to have ready, either on the hard drive of the computer you are using or on a removable disk. These items will be required for applying for all positions with EOLWD. They are:

- ☐ Cover letter
- ☐ Resume

You should also be aware that answers to many of the questions you will be asked are required. These questions are marked with an asterisk (*). The system will prompt you when you have omitted required information.

To get started, follow the Instructions below to create an account where information about you will be stored. This information will be utilized for each position to which you apply.



Step	Action
1.	<p>This Job Aid walks you through the steps of Creating an Account and Applying for a Position in Interview Exchange</p> <div> <p>Rapid Response Business Service Representative</p> <p>Apply Now</p> <p>About Executive Office of Labor & Workforce Development:</p> <p>The Executive Office of Labor and Workforce Development (EOLWD) is an equal opportunity/affirmative action employer. Women, minorities, veterans, and people with disabilities are strongly encouraged to apply. The following agencies comes under the Executive Office of Labor and Workforce Development (EOLWD):</p> <div> <p>Category: Professional</p> <p>Department: Accounts Payable Processing Office</p> <p>Location: Boston, MA</p> <p>Posted: Sep 11, '13</p> <p>Type: Full-time</p> <p>E-mail to a friend</p> </div> </div>
2.	<p>Click on Apply Now in the software to begin the process of creating a profile and applying for the requested position.</p>
3.	<p>Follow the instructions in Step 1 below if you are :</p> <ul style="list-style-type: none"> • A new applicant and need to create an account or • A returning applicant who has an account in the system <div> <p>STEP 1: NEW ACCOUNT SETUP / EXISTING ACCOUNT LOGIN</p> <p>An employment application system account is required to apply online. Follow the instructions below to setup a new account / login to an existing account.</p> <p>Enter your E-mail Address and click "Next":</p> <input type="text"/> </div>



Job Aid

Step	Action
4.	<p>Enter your E-mail Address and click "Next": *</p> <p><input type="text" value="jane.doe@gmail.org"/></p> <ul style="list-style-type: none">• If you are a new applicant—enter the e-mail address you want to associate with your profile (ex. Jane.doe@gmail.org)• If you are a returning applicant—type in the e-mail address you used to set up your profile (ex. applicant@gmail.com) <p>Click Next</p>




Step	Action																														
5.	<p>New Account Setup</p> <p>New Applicants</p> <p>If you are a new applicant, the New Account Setup screen below will be displayed</p> <ul style="list-style-type: none">• Fill in the required information on the New Account Setup screen <p>Returning Applicants</p> <ul style="list-style-type: none">• If you are a returning applicant and your e-mail address was recognized, skip to step #10 below to begin your application for a job <p><u>New Account Setup</u></p> <p>- Fill out the fields below and click "Setup New Account".</p> <table><tr><td colspan="2">Personal Information</td></tr><tr><td>First Name:</td><td><input type="text"/> * M, I, J</td></tr><tr><td>Last Name:</td><td><input type="text"/> *</td></tr><tr><td colspan="2">Login Information</td></tr><tr><td>E-mail:</td><td><input type="text"/> *</td></tr><tr><td>Password:</td><td><input type="password"/> *</td></tr><tr><td>Confirm Password:</td><td><input type="password"/> *</td></tr><tr><td colspan="2">Address</td></tr><tr><td>Street Address :</td><td><input type="text"/> *</td></tr><tr><td>Address Line 2:</td><td><input type="text"/></td></tr><tr><td>City:</td><td><input type="text"/> *</td></tr><tr><td>State:</td><td>Select One <input type="text"/> *</td></tr><tr><td>Country</td><td>United States <input type="text"/> *</td></tr><tr><td>Postal Code:</td><td><input type="text"/> *</td></tr><tr><td>Phone:</td><td><input type="text"/> * 911</td></tr></table>	Personal Information		First Name:	<input type="text"/> * M, I, J	Last Name:	<input type="text"/> *	Login Information		E-mail:	<input type="text"/> *	Password:	<input type="password"/> *	Confirm Password:	<input type="password"/> *	Address		Street Address :	<input type="text"/> *	Address Line 2:	<input type="text"/>	City:	<input type="text"/> *	State:	Select One <input type="text"/> *	Country	United States <input type="text"/> *	Postal Code:	<input type="text"/> *	Phone:	<input type="text"/> * 911
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


Step	Action
6.	<p>Personal Information:</p> <p>First Name: <input type="text"/> * M.I. <input type="text"/></p> <p>Last Name: <input type="text"/> *</p> <ul style="list-style-type: none">• Type First Name (required)• Type Middle Initial (optional)• Type Last Name (required)
7.	<p>Login Information:</p> <p>E-mail: <input type="text" value="jane.doe@xmail.org"/> *</p> <p>Password: <input type="password"/> *</p> <p>Confirm Password: <input type="password"/> *</p> <ul style="list-style-type: none">• E-mail ---The e-mail address you entered on the initial screen is displayed (required)• Password---Create a password for your account (Must be a minimum of 8 characters, 1 number and 1 uppercase letter is required)• Confirm Password---type the password again to confirm (required)



Step	Action
8.	<div>Address </div> <ul style="list-style-type: none">• Fill in current Street Address (required)• Fill in Address Line 2 (if applicable)• Fill in the name of the City associated with street address (required)• Click on the down arrow to the right of the box for State, choose the applicable state (required)• United States is automatically populated in the Country field (required)<ul style="list-style-type: none">◦ If you need to change the Country, click on the down arrow to the right of the box for Country, choose the correct Country• Type in the postal zip code associated with the address (5 or 9 digits, if 9 digits no spaces or hyphens) (first 5 digits required)• Type in your telephone number (area code + 7 digits, no spaces or hyphens) (required)• Type in telephone extension (if applicable)
9.	<div>Set up New Account Click on Set Up New Account Account Setup / Login completed</div> <ul style="list-style-type: none">• When the message above is displayed, you have accomplished the set-up of your account/profile and• You are logged in to apply for the position



Step	Action
10.	<p>Return Applicant</p> <ul style="list-style-type: none"> Return Applicants will see the message below displayed after the input of your e-mail address <p> Account Exists : Dear User, we noticed that you have used this employment application system in the past. To continue please enter your password in the box above. Forgot password? Please click here to reset your password.</p> <p>Enter your password to begin the job application process</p>
11.	<p>STEP 2: COMPLETE COREQUISITES™  QUESTIONNAIRE</p> <p>Answering the following questions will confirm that you meet the basic requirements for this position. Note: Answers cannot be changed once the application has been submitted.</p> <p>Not all positions will have COREquisite questions.</p> <ul style="list-style-type: none"> If you do not have questions displayed on the screen after the message above, proceed to Step 3. If you have questions displayed on the screen after the message above, answer the questions/provide requested information
12.	<p>STEP 3: ELECTRONIC FORMS</p> <p>All Electronic Forms (PDF, HTML) can be filled and submitted online.</p> <p>Please complete the following Electronic Forms for this position</p> <p>Pending  Application For Employment</p> <ul style="list-style-type: none"> If the Application for Employment electronic form icon is displayed do not fill out the Employment Application at this time. Proceed to Step #4



Step	Action
13.	<div><p>STEP 4: UPLOAD YOUR RESUME/CV*</p><p>File Location: <input type="text" value="file location"/> <input type="button" value="browse"/></p><p>Word (.doc, .docx), Adobe (.pdf), & Text (.txt) files only with a maximum file size of 2 Megabytes (MB)</p><ul style="list-style-type: none">Note: A resume is required in order to apply for a position<p>New Applicants</p><ul style="list-style-type: none">New applicants must have a stored resume on the computer you are using or on a removable disk from which it can be accessedClick the browse button to locate and attach your stored resume<p>Return Applicants</p><ul style="list-style-type: none">Return applicants will have the option to upload a new resume or select a resume that was used to apply for a previous job.<p>OR</p><p>Select one of your stored Resume/CV(s):</p><div><input type="button" value="select"/> <input type="button" value="view"/></div><ul style="list-style-type: none">Click on select to choose a resume previously saved in the software</div>



Step	Action
14.	<p>STEP 5: ANSWER OPTIONAL EEOC QUESTIONS</p> <p>NOTE: QUESTIONS IN THIS SECTION ARE OPTIONAL, YOU ARE NOT REQUIRED TO ANSWER. IF YOU CHOOSE NOT TO PROVIDE RESPONSES, SKIP TO STEP #6</p> <p>1. Gender <input type="text" value="select"/> ↓</p> <ul style="list-style-type: none"> Click the down arrow to the right of the select box to select gender -Male -Female <p>2. Ethnicity <input type="text" value="select"/> ↓</p> <ul style="list-style-type: none"> Click the down arrow to the right of the select box to select ethnicity -Hispanic or Latino -Not Hispanic or Latino If you selected Hispanic or Latino, then go to #4, Veteran Status <p>3. Race (Not Hispanic or Latino) <input type="text" value="select one or more"/></p> <ul style="list-style-type: none"> If you selected Not Hispanic or Latino in #2, then choose your racial group(s) from the list that best describes you: <ul style="list-style-type: none"> -American Indian or Alaska Native (Not Hispanic or Latino) -Asian (Not Hispanic or Latino) -Black or African American (Not Hispanic or Latino) -Native Hawaiian or Pacific Islander (Not Hispanic or Latino) -White (Not Hispanic or Latino) If you are using a PC---Hold down the control key and click on your selection(s) If you are using a Mac---Hold down the command key and click on your selection(s) <p>4. Veteran Status (if applicable) <input type="text" value="select"/> ↓</p> <ul style="list-style-type: none"> Click the down arrow to the right of the select box to reveal veteran status, choose the status that applies to you <p>5. Disability Status (if applicable) <input type="text" value="select"/> ↓</p> <ul style="list-style-type: none"> Click the down arrow to the right of the select box to reveal disability status status, choose the status that applies to you
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Step	Action
15.	<p>STEP 6: ANSWER ADDITIONAL QUESTIONS</p> <p>1*. How did you hear about this opportunity?</p> <p>2. If 'Other' please specify here:</p> <p>3*. Are you a current employee of Executive Office of Labor & Workforce Development?</p> <p>4. If 'yes', please state your Employee ID:</p> <p>5*. Are you bilingual?</p> <p>6. If yes- please state the languages you speak/write</p> <ul style="list-style-type: none">• Questions 1, 3 and 5 must be answered in order to apply for the position• If you answer "yes" to question #3, type in your assigned employee ID number in #4
16.	Click Apply Now



Step	Action								
17.	<ul style="list-style-type: none">When you Click Apply Now the screen below will be displayedUnder the heading Add/Update Documents, select cover letter as the document type to be added to your applicationClick on browse to search for the location of your saved cover letter on your computer or removable disk <div><div><h3>Rapid Response Business Service Representative</h3><p>PLEASE ADD ANY ADDITIONAL DOCUMENTS BELOW. OTHERWISE, PLEASE CLICK HERE TO CONTINUE.</p></div><div><p>Application Instructions:</p><div><div>Documents Submitted:</div><table><tr><th>Document</th><th>Type</th><th>Date Added</th><th>Delete</th></tr><tr><td>1. Resume</td><td>Resume</td><td>10/02/2013</td><td></td></tr></table></div><div><p>Add / Update Documents</p><p>Document Type: cover letter</p><p>File location: browse</p><div><div></div><div></div><div></div></div><p>Add more documents</p><p>Note: If present, Resume document types cannot be deleted from your employment application, but can be replaced. To do so, select Resume from the drop-down list above and upload the new file.</p></div></div></div>	Document	Type	Date Added	Delete	1. Resume	Resume	10/02/2013	
Document	Type	Date Added	Delete						
1. Resume	Resume	10/02/2013							



Step	Action
18.	<ul style="list-style-type: none">• When you save your copy letter and click submit, you will be taken to the screen below• You have completed the submission of your application for the job <div><p>The document has been added to this application.</p><p>Thank you for registering with Interview Exchange.</p><p>A confirmation e-mail has been sent to you</p></div>